

City of Burien, Washington

JOB DESCRIPTION

Title: Management Analyst

Department.: City Manager's Office

FLSA Status: Non-Exempt

Reports to: City Manager

Salary Grade: 560

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

This position manages programs and special projects for the City requiring coordination with senior staff and various stakeholder groups.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Provides direct support to the City Manager in all aspects of the daily operation of the City.
- Handles sensitive, confidential issues for the City Manager.
- Provides research and support to the City Manager in the development and implementation of programs, functions, or special projects. Conducts studies and prepares recommendations on proposed project services and designs.
- Acts as project lead and point of contact for assigned projects, including but not limited to animal control and care (CARES).
- Serves as citizen contact for assigned projects, including but not limited to Burien/Recology CleanScapes.
- Serves as a liaison with customers, community groups and other point of public contact; resolves customer complaints.
- Coordinates and oversees the "Community Outreach" program.
- Develops and recommends new communication methods and enhancements that achieve communication goals.
- Writes proclamations and resolutions for Council's approval.
- Administers the City's accident prevention and safety program. Serves as an ongoing member of the Safety Committee.
- Coordinates the City's volunteer program.
- Serves as the Emergency Management Coordinator for the City. Sets EOC meeting agendas and updates related documents including Burien's Hazard Mitigation Plan and Continuity of Operations/Continuity of Government (COOP/COG) Plan.
- Prepares a variety of correspondence to internal and external agencies, organizations, and others.
- Prepares and presents periodic status reports or progress reports on work programs and various city activities and functions.
- Participates as a member of the Leadership Team.
- Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, counsels and disciplines employees according to city policies and procedures. Responsible for staff development.

Secondary Functions

- Writes requests for proposals, recommends selection of contractors for various types of projects; monitors progress; manages schedules and costs; manages project budgets and financial reporting/records.
- Participates in the creation of performance measure.
- Oversees community surveys.
- May attend regional meetings in the absence of the City Manager.

Job Scope

Position involves frequent new and varied work situations involving a high degree of complexity. Incumbent determines own practices and procedures and contributes to the development of new concepts.

Interpersonal Contacts

The Management Analyst works with contacts both inside and outside of the organization. Contacts frequently will contain confidential/sensitive information necessitating discretion at all times.

Specific Job Skills**Knowledge of**

- City government organization, functions, policies, and rules and regulations;
- Advanced computer skills including but not limited to Microsoft Office.
- Principles and practices of project management, negotiation, management and supervision.
- Research methods, data collection, sampling techniques and statistical analysis.
- Record-keeping techniques.
- Principles and practices of modern office management and confidential file maintenance.

Ability to

- Apply, interpret and explain complex legal and administrative information to the public, employees and officials lacking technical knowledge.
- Communicate clearly and concisely in verbal and written form, including public speaking and presentations.
- Demonstrate attention to detail.
- Analyze problems, identify potential solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare comprehensive narrative and statistical reports.
- Exercise discretion in confidential matters.
- Act quickly and calmly in emergencies.
- Establish and maintain effective working relationships.
- Work independently with minimal supervision from general instructions and broad work expectations.
- Manage multiple projects simultaneously.
- Meet schedules and timelines.
- Use computer equipment and applicable software applications.

Mental Activities

Position requires continuous use of discretion, interpersonal skills, independent judgment and/or action, and the ability to read, write, understand, and speak English; frequent decision making, teamwork, and creativity; occasional customer service, problem analysis, presentations/teaching, and the ability to perform basic math; and rare negotiation, training/supervising, mentoring, and the ability to perform advance math.

Physical Activities

Position requires continuous hearing; frequent sitting, repetitive motions of hands and wrists, fingering, and talking; occasional standing and walking; and rare repetitive motions of feet, bending, reaching, handling, stooping, and feeling. Incumbent must be able to push and pull two pounds; lift five pounds, and carry ten pounds.

Education and/or Experience

A bachelor's degree in liberal arts, politics, or public administration AND a minimum of four years of increasingly responsible experience in governmental management including two years in a supervisory capacity. Experience may be substituted for the educational requirement on a year for year basis.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington Driver's License with satisfactory driving record.

Job Conditions

Work is primarily performed in an office setting and frequently at other locations for meetings. Noise level is moderate. May occasionally be required to work beyond normal working hours and to attend evening and weekend meetings. Driving to conduct work is required.

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